

8 November 1962

MEMORANDUM FOR: Chief, Office of Logistics  
Safehouse Branch

ATTENTION : [ ] 3683  
Room 2405 Quarters Eye 3438

SUBJECT : Request for Office Space in New York City

1. Your assistance is requested in finding space in New York for relocation of the AEROSOLIVE offices. Following are the specifications.

- A. Location - Preferably Manhattan. The Bronx will be considered, depending on area.
- B. Amount of Space - Approximately 15,000 square feet.
- C. Cost - Maximum of \$5,000.00 per year.
- D. Room Arrangement - 3 or 4 smaller rooms to be used as private offices. One large room in which at least 6 desks can be placed. One small inside room which could be used for recording purposes. Foyer or entrance hall to be used as reception room.
- E. Time - As soon as possible. There is no lease on the present office space occupied by AEROSOLIVE so that it can be vacated at any time.

2. Although AEROSOLIVE is Agency subsidized, only the principals of the organization are visiting and therefore no Agency or U. S. Government interest should be revealed. Rental payments on the office space leased will be made to the rental agents directly by AEROSOLIVE.

3. Please contact [ ] on extension 7168 in room 5B0003 for any additional information you may need concerning this request.

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[ ] Chief, SR/CA

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